



## **VACANCY ANNOUNCEMENT 2019-02**

### **SYSTEMS ADMINISTRATOR**

#### **OFFICE OF THE CLERK UNITED STATES BANKRUPTCY COURT DISTRICT OF MASSACHUSETTS**

**OPENING DATE:** February 27, 2019

**CLOSING DATE:** Open Until Filled

**LOCATION:** Worcester, Massachusetts

**SALARY:** CL 28: \$64,862-\$105,400  
CL 29: \$77,105-\$125,369  
(Salary commensurate with qualifications, experience, and time in grade requirements)

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**POSITION OVERVIEW:** This position is located in the Worcester Clerk's Office of the U.S. Bankruptcy Court for the District of Massachusetts. The incumbent provides IT support for the Court employees including law clerks and judges, as well as attorneys using the CM/ECF system online. Support responsibilities extend to the employees in the Boston and Springfield offices and minimal travel may be required as needed. Occasional after hours or weekend work may be required.

The applicant should be well versed in PC and Apple operating environments and possess a healthy knowledge of MS Office, html, SQL. The ideal applicant has Linux skills, general programming knowledge, along with the willingness to learn and maintain legacy applications utilized by the courts.

Computer hardware and networking experience required.

Familiarity with audio visual and recording equipment is helpful

Duties include: installing and maintaining PCs, laptops, printers, monitors, iPhones, iPads, and related equipment depending on the needs of the office; troubleshooting OS issues, software and hardware associated problems.

#### **QUALIFICATION REQUIREMENTS:**

- A bachelor's degree or higher in the information technology field from an accredited institution is preferred.
- Three to Five years of professional IT systems administration experience is preferred.
- Knowledge of theories, principles, practices and techniques of computer hardware and software applications.
- Ability to identify new products and solutions to implement new technologies.
- Experience with WAN and LAN administration.
- Experience with networking equipment including routers, switches, and wireless technologies.
- Experience with Active Directory, DNS, DHCP, and DFS.
- Experience with Windows, Linux, and SQL Servers.
- Knowledge of relational database fundamentals and applications such as Informix and MySQL.

- Familiarity with Microsoft Office, Windows and Adobe Acrobat preferred.
- Highly self-motivated, extremely detail-oriented and organized.
- Present a professional demeanor, positive personality, and work well in a team environment.
- Possess excellent verbal and written communication skills.
- Must be an innovative and a creative problem solver who can effectively work with management on projects and daily challenges.
- Ability to manage multiple priorities and projects and work with limited supervision.
- Applicants must be U.S. Citizens or meet the exceptions to the statutory restriction on origin non-citizens to work in the federal government in the continental United States.

### **CONDITIONS OF EMPLOYMENT:**

Employees of the Federal Court system must be United States citizens or permanent residents seeking citizenship.

Employees are hired provisionally pending the results of a complete background investigation.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

All positions in the Clerk's Office are excepted appointments and are "at will" and can be terminated with or without cause by the Court.

Employees are subject to mandatory direct deposit of pay.

Employees are subject to a six-month probationary period.

### **BENEFITS**

Judiciary employees are entitled to the following benefits:

- 13 paid vacation days for the first three years of full-time employment. Thereafter, 20 to 26 days/year dependent upon length of service
- 13 paid sick days per year
- 10 paid holidays per year
- Choice of medical, dental and vision coverage with pre-tax employee premiums
- Group life insurance and long term care options
- Flexible Spending Accounts for health care, dependent care, and commuter/parking costs
- Participation in the Thrift Savings Plan (similar to a 401K plan with matching contributions)
- Participation in the Federal Employees Retirement System
- Telework (after completion of probationary period)
- Public Transit Subsidy (dependent on budget)

**HOW TO APPLY:** Please submit a cover letter, resume, and Application for Judicial Branch Federal Employment Form (Form AO 78a)\* to: Anita Scigliano, Human Resources Specialist, U.S. Bankruptcy Court, John W. McCormack Post Office & Court House, 5 Post Office Square, Suite 1150, Boston, MA 02109-3945; email: [hr@mab.uscourts.gov](mailto:hr@mab.uscourts.gov)

\* Application for Judicial Branch Employment, Form AO 78a may be downloaded from <http://www.mab.uscourts.gov>.

No phone calls, please.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

***The United States Bankruptcy Court is an Equal Employment Opportunity Employer.***

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